



12.1 | Apply: Production Checklist

This is a copy of Table 12.5 from *Streamlined ID* (2027).

A STREAMLINED CHECKLIST FOR PRODUCTION

ACCESSIBILITY

- ☐ Text-based resources, including articles, journals, textbooks, lectures notes, etc., are provided in a way that allows for screen-reading technology.
- ☐ Alt-text is provided for all image resources.
- ☐ Captions are provided for all video resources.
- ☐ Transcripts are provided for audio resources.
- ☐ All PDFs are accessible (as opposed to being image PDFs).
- ☐ Third-party resources meet accessibility guidelines, including scanned text, audio, and video.

USABILITY

- ☐ The layout and navigation are consistent throughout the entire learning experience.
- ☐ Clear instructions and labels are provided for activities, assessments, and tools.
- ☐ Text is readable with adequate contrast, font size, and spacing.
- ☐ Product has a responsive design to automatically adjust sizing across devices (e.g., desktop computer, tablets, and mobile devices).
- ☐ Content is chunked and organized in a way that avoids extraneous cognitive load.
- ☐ Includes interface feedback mechanisms that guide learners and confirm actions.
- ☐ Provides user-friendly help.
- ☐ Features robust error prevention and recovery.

UNIVERSAL DESIGN FOR LEARNING (UDL)

- ☐ Essential content is presented in different ways using a variety of media (e.g., text-based, multimedia, authentic learning experiences, etc.). (Multiple means of representation.)
- ☐ Students have a variety of assignment formats to choose from to express what they know and have learned (e.g., writing an essay, building a structure, conducting a performance, producing a multimedia presentation, etc.). (Multiple means of action and expression.)
- ☐ The learning environment has been optimized to fully engage the learner with appropriate choice and challenge, relevant and authentic activities and goals, a safe and focused context, social context, feedback and motivation, and self-assessment and reflection (Multiple means of engagement.)

COPYRIGHT QUESTIONS

- ☐ Have I transformed the material taken from the original work by adding new expression or meaning?
- ☐ Did I add value to the original by creating new information, aesthetics, insights, or understanding?
- ☐ Can my use be defended for scholarship, research, or education for purposes of review or commentary?
- ☐ Does the use qualify on the basis of dissemination of facts or information for the benefit of the public?
- ☐ Has the work been published? (Authors have rights to control the first public appearance of a work.)
- ☐ How much of the original did I use and is the portion used the essence or most memorable part?
- ☐ Is it fair to use this or am I infringing on someone's ability to make a living?
- ☐ If I determine that it is okay to use this information, how should I credit the source?



A STREAMLINED CHECKLIST FOR PRODUCTION

- ☐ Is this information accurate or did the source publish lies or half-truths?
- ☐ Did the source legally obtain this material from another source and accurately license it to share?

PRODUCTION AND QUALITY CONTROL

- ☐ Course materials and layouts are intuitively organized and make appropriate use of white space and visual hierarchy to convey meaning, guide the learner, and focus attention.
- ☐ Instructional materials are designed for usability and accessibility, with consistent and readable font size, proper color contrast, headings, formats, and course features.
- ☐ All internal and external hyperlinks have been checked and are valid.
- ☐ External content is securely linked and is relevant to the desired learning outcomes.
- ☐ Resources necessary for accessing external content are provided (e.g., plug-ins, software, players, etc.).
- ☐ Need-to-know and nice-to-know content are distinguished visually, and via other applicable senses.
- ☐ The instructional purpose is clearly explained for all instructional materials and learning activities.
- ☐ All course technologies are current, supported, and easily obtained, with advance notice of requirements.
- ☐ Guides, instructions, and/or demonstrations are provided for required software, hardware, or services.
- ☐ Multimedia materials are high quality without audio or video disturbances.
- ☐ Multimedia file length is adequate to meet course goals without restricting download at low bandwidths.
- ☐ Project deliverables checked for appropriate font type, font size, consistent color scheme, and templates (include hexadecimal and/or RGB codes, and template specifics).